



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
EQUIPMENT OPERATIONS SUPERVISOR	39	G	9.309

DEFINITION OF THE CLASS:

Under the general supervision of the Equipment Superintendent, coordinates and supervises the statewide operational activities of the Equipment Division relative to the supervision of personnel and the purchase, maintenance, and repair of rental equipment which includes all vehicles and movable highway maintenance and construction equipment; the purchase of communications equipment, Urban Mass Transportation Act equipment, fuel for use by all State agencies, and tools and other non-rental equipment; and the purchase and maintenance of parts, construction materials and supplies; and performs related duties as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Coordinates and supervises operational activities which includes monitoring division operations through direct contact with division and agency staff; reviewing and analyzing reports regarding shop performance and scheduling; reviewing recommendations furnished by subordinate staff regarding personnel matters, training, equipment improvements, repairs, and procedures; discussing and developing solutions to resolve problems and improve efficiency and performance; monitoring shop and stockroom activities for adherence to federal and state laws, rules and regulations and agency/division policies and procedures; scheduling statewide equipment for use by the districts; establishing equipment shop priorities on a statewide basis for the rebuilding of equipment; providing the Equipment Superintendent with pertinent data and information regarding division personnel and all operational activities.

Assists in the development and communication of division policies and procedures by reviewing state and federal laws, rules and regulations; gathering and reviewing information from division and agency staff; preparing recommended policies and procedures and obtaining management approval; initiating meetings with division/agency personnel regarding policies, procedures and compliance.

Participates in the development of the rental and non-rental equipment budget for the Department of Transportation. This is accomplished by reviewing reports which indicate age, mileage, and repair history of all equipment in the fleet; gathering information from division/district staff regarding rental and non-rental equipment requirements; developing a purchase schedule for rental equipment and reviewing the schedule with district personnel; preparing a budget recommendation in conjunction with the Equipment Superintendent for presentation to agency management. In addition, reviews and revises operational and capital improvement budgets submitted by equipment shops and storerooms prior to submission for supervisory approval and monitors expenditures during the year to ensure compliance with the approved budget.

Directs the preparation of specifications and/or purchase requisitions for the purchase of all rental and non-rental equipment, maintenance and construction materials and supplies, communications equipment, Urban Mass Transportation Act equipment for service organizations, fuel for use by State agencies, and participates in the vendor selection process. This includes conducting a specification meeting with division/agency personnel to discuss requests for modifications and betterment; reviewing specifications developed by the equipment specifications analyst and providing technical assistance as necessary; submitting requisitions to the state purchasing division; selecting an appropriate vendor from the list provided by the purchasing division.

EXAMPLES OF WORK: (cont.)

Supervises professional and skilled craft personnel including the field equipment coordinator, stores manager, equipment specifications analyst, sign production supervisor, and highway equipment mechanic supervisor II to accomplish the goals of the division. Supervision includes hiring and training employees; assigning and reviewing work; motivating staff; providing counseling and guidance; initiating disciplinary actions and evaluating performance. Also assumes responsibility for supervision of the division in the absence of the Equipment Superintendent.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of the principles and practices of budgeting and accounting. Working knowledge of state and agency administrative rules, policies, and procedures. Working knowledge of federal and state laws, rules and regulations pertaining to the Department of Transportation operations.

Ability to interpret laws, regulations, policies and procedures pertaining to agency operations. Ability to establish priorities that reflect the relative importance of job responsibilities and projects. Ability to mediate between contending parties and groups. Ability to identify and analyze information, procedures, and practices; identify concerns and problems; and develop alternatives.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of the operation and maintenance of construction and maintenance equipment and general knowledge of related supplies and materials. General knowledge of computer systems sufficient to input and extract information. Working knowledge of equipment shop and storeroom operations. Working knowledge of the principles and practices of management and supervision.

Ability to interpret and write equipment specifications. Ability to develop goals and objectives as applied to coordinating and supervising operational activities. Ability to establish work priorities, delegate assignments, and train, motivate and supervise staff. Ability to write concise and grammatically correct reports, correspondence, policies, and procedures. Ability to speak to groups or on a one-to-one basis to provide information, explain policies and procedures, and justify recommendations. Ability to establish and maintain cooperative working relationships with division and agency staff, outside agencies, and vendors. Ability to make appropriate determinations regarding the repair and/or replacement of equipment.

EDUCATION AND/OR WORK EXPERIENCE:

Graduation from high school, vocational school or the equivalent education and four years of experience which included responsibilities for planning, organizing and directing the operations of a major equipment repair facility or multiple facilities; developing operating procedures; reviewing specifications for bids; and budget development. At least two of the four years experience must have been in a supervisory capacity; OR

EDUCATION AND/OR WORK EXPERIENCE: (cont.)

II

An equivalent amount of experience and education above the high school level that provided the applicant with the required entry level knowledge, skills, and abilities.

LICENSE: Must possess a valid Nevada driver's license at time of application.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

9.309

ESTABLISHED:	1/17/86
REVISED:	3/13/90PC
REVISED:	7/1/91P
	11/29/90PC